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UNCLAS SECTION 01 OF 02 COLOMBO 000228

SIPDIS

FROM AMBASSADOR WILLS TO C. BORYS (IIP/G/IR), R.
WINCHESTER (IIP/G/NEA-SA)
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E.O. 12958: N/A
TAGS: KIRC OIIP
SUBJECT: UPGRADING POSITION, IRC DIRECTOR, COLOMBO (N721-01), FROM FSN10 TO FSN11

¶11. IN NOVEMBER 2002, COLOMBO'S IRC DIRECTOR, MS. MANORANI "MANO" KARUNANAYAKE, RETIRED AFTER 34 YEARS OF OUTSTANDING SERVICE TO THE MISSION. THE DIFFICULT SEARCH FOR A SUCCESSOR BROUGHT FORCIBLY TO OUR ATTENTION SOMETHING ON WHICH, FRANKLY, WE SHOULD HAVE FOCUSED EARLIER: THE POSITION IS GRADED AT FSN10. THIS IS A BIG MISTAKE. WE NEED TO CORRECT IT. GIVEN THE IMPORTANCE OF THIS POSITION TO OUR OBJECTIVES HERE, THE NEED TO ATTRACT THE HIGHEST QUALITY EMPLOYEE, THE LEVEL OF ACTIVITIES AND RESOURCES FOR WHICH THE DIRECTOR IS RESPONSIBLE, AND THE LEVEL OF CONTACTS WITH WHOM HE/SHE REGULARLY INTERACTS, THE IRC DIRECTOR POSITION SHOULD CARRY THE GRADE OF FSN11.

¶12. COLOMBO'S IRC IS THE INSTITUTIONAL PUBLIC FACE OF OUR MISSION. IT IS OFTEN FIRST PORTAL FOR CURRENT AND FUTURE OPINION-MAKING SRI LANKANS, AND JUST AS OFTEN WHERE THEY RETURN FOR INFORMATION ON AMERICAN SOCIETY AND USG POLICY. THAT IS WHY THE IRC DIRECTOR INTERACTS DAILY -- AND FREQUENTLY SOLO -- WITH CULTURAL, COMMERCIAL, DIPLOMATIC, GOVERNMENT, AND MEDIA CONTACTS, OFTEN AT THE HIGHEST LEVEL. HE/SHE ALSO PLANS, DEVELOPS, AND EXECUTES IRC ACTIVITIES, INCLUDING ITS ACQUISITION PROCEDURES, AND ITS PROGRAMS OF OUTREACH TO THE MISSION'S CONTACTS AND OF INREACH TO THE MISSION'S OFFICERS. THE DIRECTOR IS RESPONSIBLE FOR IRC'S RESEARCH FACILITIES, AMONG THE MOST SOPHISTICATED IN SRI LANKA, SUPERVISES THE IRC STAFF, AND MANAGES ITS BUDGET. THROUGH THE PAO, THE DIRECTOR ADVISES THE COUNTRY TEAM ON HOW TO USE IRC ASSETS TO FURTHER KEY MPP GOALS.

¶13. MANO REMINDED US ABOUT THE IMPACT OF VALUED EMPLOYEES ON THE JOBS THAT THEY OCCUPY; ABOUT HOW THE BEST FSNS NOT ONLY GROW IN THE JOB BUT GROW THE JOB ITSELF. IN FINDING HER REPLACEMENT, WE HAVE BECOME SADLY AWARE THAT FSN10 REMUNERATION LEVELS WILL NEITHER ATTRACT NOR RETAIN SRI LANKANS WITH THE EDUCATION, EXPERIENCE, AND SKILLS REQUIRED OF THIS IMPORTANT POSITION. SIMPLY PUT, WE CANNOT COMPETE FOR THE TOP INDIVIDUALS WE WANT AND NEED. WE, THEREFORE, STRONGLY RECOMMEND THAT THE POSITION CARRY THE GRADE IT DESERVES, TO WIT, THAT OF FSN11.

¶14. POSITION DESCRIPTION DETAILS FOLLOW:

¶15. BASIC FUNTION. USING HIGHLY DEVELOPED EXPERTISE AND WORKING FROM A POSITION OF SENIOR RESPONSIBILITY, THE INFORMATION RESOURCE CENTER DIRECTOR PLANS, DEVELOPS, ADMINISTERS, AND EVALUATES THE DIVERSIFIED PROGRAMS OF THE IRC, THEREBY PLAYING A PIVOTAL ROLE IN THE EXECUTION OF THE MISSION'S PROGRAMMING ACTIVITIES.

¶16. MAJOR DUTIES AND RESPONSIBILITIES:

6.A. MAINTAIN AND DEVELOP A FULL-SERVICE IRC WHOSE RESOURCES ARE DIVERSE AND STATE-OF-THE-ART, WHOSE MPP-DRIVEN ACTIVITIES DISSEMINATE AUTHORITATIVE INFORMATION, AND WHOSE ASSETS ARE READILY AVAILABLE TO THE MISSION'S KEY AUDIENCES AS WELL AS TO ITS OFFICERS AND FSNS.

6.B. SUPERVISE EFFECTIVELY THE USE OF IRC FACILITIES, INCLUDING ITS AUDIO-VISUAL ASSETS, AUDITORIUM, COLLECTIONS, AND READING ROOMS.

6.C. DIRECT THE APPROPRIATE USE AND CONTINUOUS DEVELOPMENT OF IRC COLLECTIONS -- INCLUDING ITS DATA-BASE, HARDCOPY, AND ONLINE ASSETS -- TO FURTHER MISSION OBJECTIVES THROUGH SERVICE TO MISSION CONTACTS.

6.D. PLAN, EXECUTE, AND EVALUATE AN OUTREACH PROGRAM -- INCLUDING SELECTIVE DISSEMINATION OF INFORMATION (SDI), ARTICLE ALERT, FOCUS, AND OTHER INFORMATION PRODUCTS -- THAT PROVIDES TIMELY AND AUTHORITATIVE INFORMATION ABOUT AMERICAN SOCIETY AND USG POLICY TO THE MISSION'S KEY AUDIENCES.

6.E. PLAN, EXECUTE, AND EVALUATE AN INREACH PROGRAM -- INCLUDING SDI AND OTHER INFORMATION PRODUCTS -- GIVING MISSION OFFICERS AND FSNS USER-FRIENDLY ACCESS TO IRC FACILITIES.

6.F. PREPARE THE IRC ELEMENT OF THE PD BUDGET IN WAYS THAT

ENSURE ITS EFFECTIVE FUNDING WITHIN THE CONSTRAINTS OF PD RESOURCES.

6.G. DEVELOP THE IRC STAFF BY PROVIDING CLEARLY TARGETED TRAINING, AND BY MANAGING ACTIVITIES EFFECTIVELY, DELEGATING WORK APPROPRIATELY, AND EVALUATING PERFORMANCE FAIRLY.

6.H. THROUGH THE PAO, KEEP THE COUNTRY TEAM FULLY AWARE OF HOW THE IRC AND ITS ASSETS CAN FURTHER MPP GOALS.

7. DESIRED QUALIFICATIONS.

7.A. EDUCATION: B.A./B.SC. IN THE HUMANITIES OR SOCIAL SCIENCES, PROFESSIONAL QUALIFICATIONS IN LIBRARY SCIENCE.

7.B. EXPERIENCE: AT LEAST 6-10 YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE IN LIBRARY WORK, PREFERABLY WITH SUBSTANTIAL FAMILIARITY WITH THE FIELD OF PUBLIC DIPLOMACY.

7.C. LANGUAGE: FLUENCY (LEVEL IV, PREFERABLY LEVEL V) IN ENGLISH. FLUENCY (LEVEL V) IN EITHER SINHALA OR TAMIL, PREFERABLY WITH A WORKING KNOWLEDGE OF THE OTHER LANGUAGE.

7.D. KNOWLEDGE: THE IRC DIRECTOR HAS A THOROUGH, PROFESSIONAL KNOWLEDGE OF LIBRARY SCIENCE, INCLUDING FAMILIARITY WITH ELECTRONIC INFORMATION RETRIEVAL. HE/SHE IS ALSO FAMILIAR WITH AMERICAN GOVERNMENT, HISTORY, AND SOCIETY, AND HAS A CLEAR UNDERSTANDING OF USG POLICY -- PARTICULARLY OF MISSION OBJECTIVES -- IN SRI LANKA. THE DIRECTOR IS FAMILIAR WITH SRI LANKA'S ECONOMIC, EDUCATIONAL, POLITICAL, AND SOCIAL STRUCTURE, AS WELL AS ITS CULTURAL MOVEMENTS, INSTITUTIONS, AND POLITICAL PARTIES. THE DIRECTOR HAS A THOROUGH KNOWLEDGE OF KEY FIGURES IN ITS CULTURAL, COMMERCIAL, EDUCATIONAL, GOVERNMENT, MEDIA, MILITARY, AND PROFESSIONAL CIRCLES.

7.E. ABILITY: THE IRC DIRECTOR IS ABLE TO WORK COOPERATIVELY WITH THE PAO, AND COLLEAGUES ON THE IRC STAFF, AND MAINTAIN AND DEVELOP A STATE-OF-THE-ART FACILITY THAT WILL SUPPORT ALL OF HIS/HER OTHER RESPONSIBILITIES. HE/SHE CAN EXPLOIT, PERSONALLY AND THROUGH IRC COLLEAGUES, THE ASSETS OF THE CENTER IN FURTHERANCE OF MISSION OBJECTIVES. THE DIRECTOR INTERACTS COMFORTABLY AND ROUTINELY WITH CULTURAL, COMMERCIAL, DIPLOMATIC, EDUCATIONAL, GOVERNMENT, AND MEDIA CONTACTS AT THE HIGHEST LEVEL. HE/SHE ALSO ENCOURAGES MISSION OFFICERS AND FSNS TO DRAW UPON THE RESOURCES OF THE IRC, KEEPING THEM FULLY AWARE OF IRC ASSETS AND THEIR APPLICATION TO MPP GOALS. FINALLY, THE DIRECTOR IS COMFORTABLE DRAFTING CORRESPONDENCE AND REPORTS, AS WELL AS PREPARING BUDGETS AND OTHER FORMS OF RESOURCE ALLOCATION.

18. PLEASE ADVISE.
WILLS